

TO: New Food Service Managers
South Dakota Schools/Agencies

FROM: Marlyce Micklos, Child Nutrition Program Specialist
Child and Adult Nutrition Services

DATE: September 8, 2006

RE: Training

Child and Adult Nutrition Services (CANS) is planning a 1 ½ day training for new school/agency food service managers. The training is especially helpful for managers who were new either last school year 2005-06 or this school year 2006-07. The training will take place in Pierre at the State Library conference room. The address of the State Library is 800 Governors Drive, Pierre SD.

Arlene Chamberlain, School Food Service Director at Todd County Schools will be the instructor. Attendance at the course is voluntary. CANS will cover the cost of the instructor, materials, and facility. Your expense will be travel, meals, and lodging if needed. These are considered legitimate program expenses. If it is necessary to have a substitute take your place at school that is also a legitimate expense.

Topics to be included in the training will be:

Commodities, USDA Menu planning options, Reimbursable meals, How to count and claim meals, Dietary Guidelines for Americans, MyPyramid, Crediting grains and breads, Production records, Food service management companies, Purchasing coops, Nutrition labeling, CN labels, Commodity ordering, Budgets, Special dietary needs, Off-site meals, Perpetual inventory, Storage for food safety and quality, How to keep foods safe to serve, Food borne illnesses, How to correctly use a thermometer, Hand washing, Cleaning and sanitizing, HACCP, Food presentation and service, Portion control, Standardized recipes, Converting recipe sizes, Marketing, planning special events, Nutrition education, Wellness policy, Increasing participation, Parent/student/community involvement, School Nutrition Association of SD membership and chapter meetings, Certification Institute, State conference, NFSMI and continuing education lessons, and USDA resource manuals.
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On the back side of this memo is a Fax-back registration form. The class will be limited to 25 people so fax back early to reserve a seat. Registrations must be received no later than October 6th so materials can be printed.

If you have any questions regarding this training please be sure to contact me at 605-773-3610 or marlyce.micklos@state.sd.us.

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Child and Adult Nutrition Services - DOE

Website: <http://doe.sd.gov/oess/cans/index.asp>

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FAX-BACK SURVEY
605-773-6846
New Managers Training

ATTENTION: Marlyce Micklos

Local Agency Name: _____

Name of Person(s) to attend: _____

Phone: _____ E-mail: _____

WORKSHOP HOURS

Thursday October 12 12:00 noon to 5:00 p.m.

Friday October 13 8:00 a.m. to 4:00 p.m.

Break time will be provided.

Meals on your own.

State Library Conference Room

800 Governors Drive

Pierre

_____ Yes, please reserve a seat for me.

Please bring a pen or pencil and a calculator.

Return fax by October 6, 2006

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